

Community Development Administration  
City of St. Louis  
1520 Market Street, Suite 2000  
St. Louis, MO 63103

## REQUEST FOR PROPOSALS (RFP)



The Community Development Administration of the City of St. Louis (CDA) and the Land Reutilization Authority (Owner) hereby solicit your rehabilitation proposal for the following property:

**Address:** 3305-07 Meramec Street (63118)

Type of property: Mixed-use (2 commercial units; 4 residential apartments)

Neighborhood: Dutchtown in the 25<sup>th</sup> Ward

**Incentives:**

With sufficient justification, a partial (or full) acquisition write-down and/or construction gap financing may also be considered. However, your proposal should factor in any relevant tax credit programs and provide a budget and narrative explaining why incentives are needed to make your project feasible.

3305-07 Meramec

**Replying to this RFP:**

**For access to the site and/or assistance in completing the RFP forms, contact:**

Matthew Sisul, Housing Development Analyst, Community Development Administration,  
(314) 657-3814, or by email to [sisulm@stlouis-mo.gov](mailto:sisulm@stlouis-mo.gov).

**Please supply the following information in your proposal:**

1. Names, Addresses, phone numbers of Developer, General Contractor, Architect, Construction Lender, any known Consultants.
2. Description of your plans for this property, including:
  - a. Use for the property (for example, single-family, townhouses, mixed-use, etc.)
  - b. Exterior improvements planned, including landscaping, fences, parking, etc.
  - c. Interior features planned, including number of bedrooms and baths.
3. Time frame for beginning project and schedule for completion.
4. Financial statements, references.
5. List of residential projects completed or underway, especially experience with similar projects.
6. Marketing plans: real estate broker, signage, advertising, and fair housing outreach.
7. Financial structure, including any partnerships planned or anticipated.
8. Total projected development cost, sales or rental projections, and a square foot construction budget should be included.
9. Your offer for this property.

**Process:**

- Following receipt of proposal(s), CDA staff will review proposals and consult with alderman, seeking community input where possible.
- CDA staff will notify chosen developer of acceptance of proposal and request 6-month assignment of LRA option to developer.
- Developer will then complete a full application package, including drawings, and detailed budget. Excel spreadsheets will be provided by CDA staff.
- Proposals will be received at the above address any time after the date of this announcement and until such time as a developer has been selected. Please check the CDA Residential Development RFP webpage for deadlines and notice of selected developers or changes to RFPs.

<http://www.stlouis-mo.gov/government/departments/community-development/residential-development/procurement>

**Requirements:**

- Support of Alderman
- Experience with similar projects
- Acceptable time frame for completion
- Acceptable offer for the property
- Acceptable development costs and construction budget with subcontractors
- Completed application package
- Application for Missouri Neighborhood Preservation Tax Credits
- Application, if eligible, for Missouri Historic Preservation Tax Credits
- City of St. Louis business license and ability to pass city tax clearance

**Other guidelines:**

*All proposed construction will be subject to review and approval to ensure the development meets architectural guidelines and housing goals developed by the Community Development Administration and the City of St. Louis. In awarding the development, the owners may take into consideration: skills, facilities, capacity, experience, ability, responsibility, previous work, and financial standing; amount of other work being carried on by developer; and necessity of prompt and efficient completion of the work. Inability of any developer to meet the requirements mentioned above may be cause for rejection of proposal. The owners reserve the right to reject any or all proposals.*

*By submission of a proposal, the applicant agrees to take every reasonable effort to make maximum use of Minority Business Enterprises (MBE) and Women Business Enterprises (WBE). The goal is "Maximum Utilization of MBE and WBE", with a minimum of 25% MBE plus 5% WBE of the potential subcontract amount.*

**Community Development Administration  
An Equal Opportunity Employer**

**The funding of this project is financed in part through a grant from the Department of Housing and Urban Development and the Community Development Administration under the provisions of Title I of the Housing and Community Development Act of 1974 (P.L. 93-383).**

## **DEVELOPMENT BUDGET - FOR SALE PROJECT**

### 1. Acquisition Costs:

Acquisition	\$ _____	
Appraisal	\$ _____	
Closing Costs	\$ _____	
Title Insurance	\$ _____	
Recording Fees	\$ _____	
Holding Costs	\$ _____	
Total Acquisition Costs		\$ _____

### 2. Development Costs

Developer's Fee	\$ _____	
Legal Fees	\$ _____	
Consulting Fees	\$ _____	
Total Development Costs		\$ _____

### 3. Construction Costs

Architect	\$ _____	
Engineering	\$ _____	
Survey	\$ _____	
Permits	\$ _____	
Construction Costs	\$ _____	
Contingency Reserve _____%	\$ _____	
Contractor Profit _____%	\$ _____	
Utilities	\$ _____	
Insurance	\$ _____	
Taxes	\$ _____	
Construction Loan Fees		
Financing _____%	\$ _____	
Disbursing _____%	\$ _____	
Interest _____% for _____ months	\$ _____	
Occupancy Certificates	\$ _____	
Total Construction Costs		\$ _____

### 4. Marketing and Sale Costs

Advertising and Marketing	\$ _____	
Holding Costs	\$ _____	
Sale Costs		
Commission _____%	\$ _____	
Appraisal	\$ _____	
Closing	\$ _____	
Title Insurance	\$ _____	
Recording Fees	\$ _____	
Total Marketing and Sale Costs		\$ _____

Total Development Cost	\$ _____
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Project Income:

1. Sale of Units

_____ units	@	\$ _____	=	\$ _____
_____ units	@	\$ _____	=	\$ _____
_____ units	@	\$ _____	=	\$ _____
_____ units	@	\$ _____	=	\$ _____

Total Sale Income \$ \_\_\_\_\_

2. Other Income (source and amount)

Total Other Income \$ \_\_\_\_\_

Total Project Income \$ \_\_\_\_\_

Required Gap (Total Development Cost Less Total Project Income) \$ \_\_\_\_\_

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Construction Interest Calculation:

Construction Loan Amount \$ \_\_\_\_\_  
Construction Interest Rate \_\_\_\_\_ %  
Construction/Sale Time \_\_\_\_\_ months  
Calculation -  $1/2 \times \text{Loan Amount} \times (\text{_____ months}/12) \times \text{_____ \%}$  interest = \$ \_\_\_\_\_